



04-C -0333

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

February 11, 2004

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

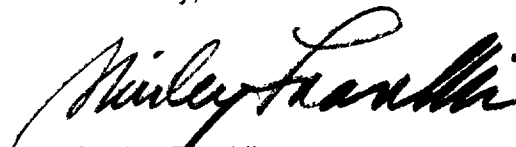
RE: Procurement Hearing Officer Appointment

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint Violet Travis Ricks to serve as a Procurement Hearing Officer for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Violet Travis Ricks will serve the City of Atlanta with integrity and dedication.

Sincerely,



Shirley Franklin

Violet Travis Ricks
Attorney at Law
805 Lynn Circle
Atlanta, Georgia 30311
(404) 691-5010
Facsimile: (404) 691-9400
Email: marce2@msn.com

EDUCATION

Coe College, Cedar Rapids, Iowa - **Bachelor of Arts**
DePaul University, College of Law, Chicago, Illinois - **Juris Doctor**

BAR MEMBERSHIP Illinois and Georgia, admitted to all courts in both states.

EXPERIENCE

2002 - 2003

Municipal Court, City of Atlanta, Pro Hac Vice Judge
Cases involving violations of city ordinances and preliminary hearings are heard; supervision of court staff.

2001 -

Diversity Consultant
Consult with law firms, attorneys, and corporation on diversity issues. Coaching and training sessions are provided.

2000 -

Atlanta Public School System (2002), Dekalb County School System, Hearing Officer
Evidentiary rulings in matters relating to teacher discipline are made as well as researching and writing the legal decision.

1997 - 2003

City Court of Atlanta, Pro Hac Vice Judge
Cases involving violations of traffic laws are heard and supervision of court staff.

1996 -

Mediator
General cases are mediated on a contractual basis.

1996 - 2001

Office of State Administrative Hearings
Special Assistant Administrative Law Judge ("SAALJ")
The duties of a SAALJ include but are not limited to hearing cases involving one or more of the approximately 43 state agencies. The SAALJ files notice of hearings; hears cases, makes legal and evidentiary rulings, and issues decisions. Cases heard included Georgia Department of Labor, disciplinary matters within the State Examining Boards, and the Professional Standards Commission. Beginning in the year 2000, cases were heard regarding IDEA for the Department of Education.

1993 - 2001

State Bar of Georgia Diversity Program, Executive Director
As the first executive director of the Georgia Diversity Program, my duties included assisting minority attorneys in their efforts to work as outside counsel ; setting agenda, preparing minutes, and

planning committee meetings; preparing budget and financial matters; fundraising; marketing program to law firms and corporations; program planning and development; continuous monitoring of the membership; maintaining a membership directory; writing articles, preparing a quarterly newsletter; planning Continuous Legal Education seminars, workshops, and other related events; speaker for other organizations, focusing on diversity issues. 1999-2000, Executive Board member of Lawyers For One America, a national organization of attorneys charged with diversity and pro bono initiatives.

Litigation

Served as co-counsel for plaintiffs in employment discrimination cases.

1989-1992

Office of the Cook County Public Defender ("CCPD"), Chicago, Illinois, Criminal Appellate Attorney

As an appellate attorney, my responsibility included determining issues for appeal, legal research, and preparation of briefs for oral arguments; represented indigents at bond hearings.

*Argued cases before the Illinois Appellate Court.

*Served on the Recruitment Committee of the CCPD's office.

Real Estate Practice

Maintained a real estate practice involving representation of sellers and purchasers in the acquisition of residential and commercial properties, representation of management companies with regard to landlord/tenant issues and tenant bankruptcies, drafting of leases for both landlords and tenants.

1982-1989 -

General Practice

Legal services were provided in the following areas of law - marital dissolution, wills, trust, real estate, commercial paper, guardianship, adoption. Real estate transactions included contract negotiations, bank financing, zoning limitations and variances, residential and commercial property, forcible detainers and building codes.

Administrative Law Judge/Hearing Officer City of Chicago, Department of Public Works

I heard and adjudicated cases involving violations of City Ordinances relating to parking matters.

1980-1982 -

Law Clerk - Illinois Appellate Court - Justice Glenn T. Johnson

As a law clerk, my legal writing and research skills were utilized in civil and criminal matters; attended oral arguments; analyzed and researched legal issues; assisted the judge in preparing legal opinions.

PROFESSIONAL MEMBERSHIPS

(V. T. Ricks, page 3)

National Bar Association, Illinois Bar Association,
State Bar of Georgia, Georgia Association of Black Women Attorneys,

**CIVIC AND
COMMUNITY
PROJECTS**

Gate City Bar Association

2003 – Member, Supreme Court's Unauthorized Practice of Law Comm.
 2003- Chair, Fundraising, The Davis Difference Campaign
 2003- Committee Member for Boys and Girls to Work Day
 2003- Board Member, City of Atlanta Commission on Women
 2003 – Chair, Scholarship Committee, Gate City Bar Assn.
 2002 – Speaker & Planner, Diversity In Law Firms
 2002 – Committee Member, State Bar of GA Diversity Program
 2002 – Committee Member, Women & Minorities in the Profess.
 2002 – Spanish Classes taken.
 2002- Co-Chair, Gate City Bar Association Hall of Fame Dinner
 2002 – Board Member, Big Bethel AME Church Credit Union
 2001 – Steering Committee, Nat' Institute Diversity in Law
 2001 – 2002 Assistant Secretary, Gate City Bar Association
 2001 - Advisory Board Member, Minority Corporate Counsel
 Association, CLE Diversity Conference for Atlanta - 2002
 2001 - Featured in Minority Corporate Counsel Assn. Magazine
 2001- Board of Trustees, Big Bethel A.M.E. Church
 2000 – Guest Speaker, Dekalb County Lawyers Annual Breakfast
 1999 – Fellow, Georgia Bar Foundation
 1999 – Panelist, 100 Black Men of America – Forum
 1999 – Board member, Ansley Above the Park Condo Assn.
 1998 - Supervisory Committee, Big Bethel Church Credit Union
 1997-98, Board Member, The West End Medical Centers, Inc.
 Chief Justice's Commission, Law Student Mentoring Program
 1998 - Corres. Sec., The Buckhead/Cascade Chapter of The Links, Inc.
 1998 – Law Day Speaker & planner for Morehouse College
 1993-96 – High School Mock Trial Competition participant
 1989 - Co-founder, Sojourners United Political Action Committee

REFERENCES

Cliff Brashier, Esq.
 Exec. Dir., State Bar of Georgia
 104 Marietta Street, N.E.
 Atlanta, GA 30303
 (404) 527-8755

Charles T. Lester, Jr., Esq.
 Sutherland Asbill & Brennan
 999 Peachtree Street
 Atlanta, GA 30309
 (404) 853-8116

Mrs. E. Jean Bell
 1899 King George Lane
 Atlanta, GA 30331
 (404) 344-9293

Rev. James L. Davis, D. Min.
 Big Bethel AME Church
 204 Auburn Avenue, N. E.
 Atlanta, 30303 (404) 827-9709

Aasia Mustakeem, Esq.
 Powell Goldstein Frazer
 191 Peachtree Street
 Atlanta, GA 30303
 (404) 572-6901